



Authorizing Official (AO) Certifying Official (CO)

United States Marine Corps
Defense Travel System (DTS)
Curriculum



Introduction

- As an Authorizing Official (AO) , you:
 - Authorize funds to be obligated to support TDY/TAD travel for the mission
 - Will be held personally liable for fiscal irregularities that result from negligent performance of your duties



Overview



- Main topics of this lesson include:
 - Identify AO/CO responsibilities
 - Review DTS documents
 - Approve travel documents
 - Identify applicable regulations
 - Identify available resources



Lesson Purpose



- The purpose of this lesson is to acquaint you with your duties and responsibilities and present regulations and available resources



Evaluations/Safety



- Evaluated by your participation
- Safety/Administrative Notes:
 - House/local rules
 - Location of restrooms
 - Location of emergency exits
 - Training will cease in the event of an emergency
 - Cell phones off or on vibrate



Transition



- Questions?
- Next: Identify AO's responsibilities



Responsibilities





What is an AO and RO?



- Authorizing Officials (AOs):
 - Determine when travel is mission essential
 - Authority to authorize travel, authorize funds to be obligated, approve travel expenses
 - AOs appointed by the commander or designee at unit level for authorizations, review vouchers
 - AOs appointed by DO/FO for travel vouchers



What is an AO and RO?



- AO is Certifying Official (CO) and approves documents for payment, including:
 - Requests for non-ATM advance and
 - Scheduled Partial Payment (SPP)
- AO and SAO must be Government employees
- For purposes of this training, AOs and COs shall be referred to as AOs



What is an RO?



- Routing Official (RO):
 - Reviews or approves documents in routing list
 - Routing Officials shall never be AOs



Suggested Individuals



- Marines or DOD civilian employees, staff NCOs or civilian equivalent
- AOs for authorizations appointed by commander or designee using DD Form 577
- AOs for vouchers appointed by servicing DO/FO using DD Form 577
- DD Form 577 must be sent to DFAS



Permission Levels



- In order to perform duties and responsibilities, AO is provided the following permissions:
 - Permission Levels 0, 1, 2
 - Organization access
 - Group access
- AOs may also hold the SAO position



Complete DD Form 577



APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE

(Read Privacy Act Statement and Instructions before completing form.)

13. POSITION TO WHICH APPOINTED *(X as applicable (one only))*

- | | | | |
|--|--|--|---|
| ☐ DISBURSING OFFICER | ☐ DEPUTY DISBURSING OFFICER | | ☐ DISBURSING AGENT |
| ☐ PAYING AGENT | ☐ CASHIER | | ☐ COLLECTION AGENT |
| ☐ CHANGE FUND CUSTODIAN | ☐ IMPREST FUND CASHIER | | ☐ CERTIFYING OFFICER |
| ☐ DEPARTMENTAL ACCOUNTABLE OFFICIAL | | | |

14. YOU ARE HEREBY APPOINTED TO SERVE IN THE CAPACITY IDENTIFIED IN ITEM 13. YOUR RESPONSIBILITIES INCLUDE:

15. YOU ARE ADVISED TO REVIEW AND ADHERE TO THE FOLLOWING REGULATION(S) NEEDED TO ADEQUATELY PERFORM THE DUTIES TO WHICH YOU HAVE BEEN ASSIGNED:



Personal, Financial Liability



- Can be held personally liable (pecuniary):
 - Financial liability for financial irregularities of disbursing...
 - As an incentive to guard against errors and theft
- Prevent fraud, waste, and abuse within your organization
- Seek guidance



Required Training



- Required within 3 months of appointment and updated annually:
 - Certifying Officer Legislation (COL)
 - USMC DTS Curriculum Travel Regulations Training
 - USMC DTS Curriculum AO Training; refresher can be USMC Curriculum or web-based (via TraX) Travel Policies training



Interim Transition



- Questions?
- **Question:** What training must the AO complete?



Interim Transition



- **Answer:**

- Certifying Officers Legislation (COL) and
- Travel Regulations Training
- AO Training



Interim Transition



- **Question:** According to the definition of an AO, what are their primary responsibilities?



Interim Transition



- **Answer:**
 - Determine when travel is mission essential
 - Authorizes travel
 - Authorizes funds to be obligated
 - Approves travel expenses
- Next: continue AO responsibilities



AO's Responsibilities



- AO ensures:
 - Best estimate of travel cost is on document
 - Authorizations are approved prior to travel
 - GTCC holders use their cards
 - Travel budgets associated to Lines of Accounting (LOAs) have sufficient funds to cover cost of travel



AO's Responsibilities



- AO ensures:
 - GTCC payments are mandatory split disbursed
 - Travelers submit vouchers in 5 days after travel
 - Traveler's signed voucher is uploaded when stamped "T-ENTERED" by Non-DTS Entry Agents (NDEAs)



AO's Responsibilities



- Reviews vouchers:
 - Ensures vouchers are reviewed within 2 days after signing
 - AO's signature certifies travel was taken, charges are reasonable, and approves reimbursement
 - DO/FO has 3 days to approve the voucher



AO's Responsibilities



- Verifies all required receipts are attached to the voucher
- Notify traveler of travel-incurred debt
- Works with ODTA to resolve problems
- Complete all training
- Retrieve and maintain reports



Users and Travelers



- Users are DOD personnel who:
 - Interact on behalf of another person
- Travelers are DOD personnel who:
 - Interact with DTS on their own behalf
 - User may prepare their authorizations, vouchers
- DOD contractors support; are not travelers, AOs, SAOs, LDTAs, ODTAs, FDTAs, DMMs
 - Cannot obligate funds or approve payments



Role of the LDTA



- Assigns, monitors roles and permissions
- Manages installation's DTS program
- Provides support to tenant activities
- Maintains Tier II Helpdesk
- Ensures required training is conducted



Role of the ODTA



- Responsible for daily administration of DTS
- Primary contact for subordinate organizations, including Tier I Helpdesk support
- Monitors routing lists, groups, and people
- Conducts DTS Traveler training and ensures attendance at LDTA-sponsored training



Role of the FDTA



- Establishes, maintains, and reconciles LOAs and budgets
- Is the point of contact for all DTS financial-related activities, including Standard Accounting Budget and Reporting System (SABRS) rejects



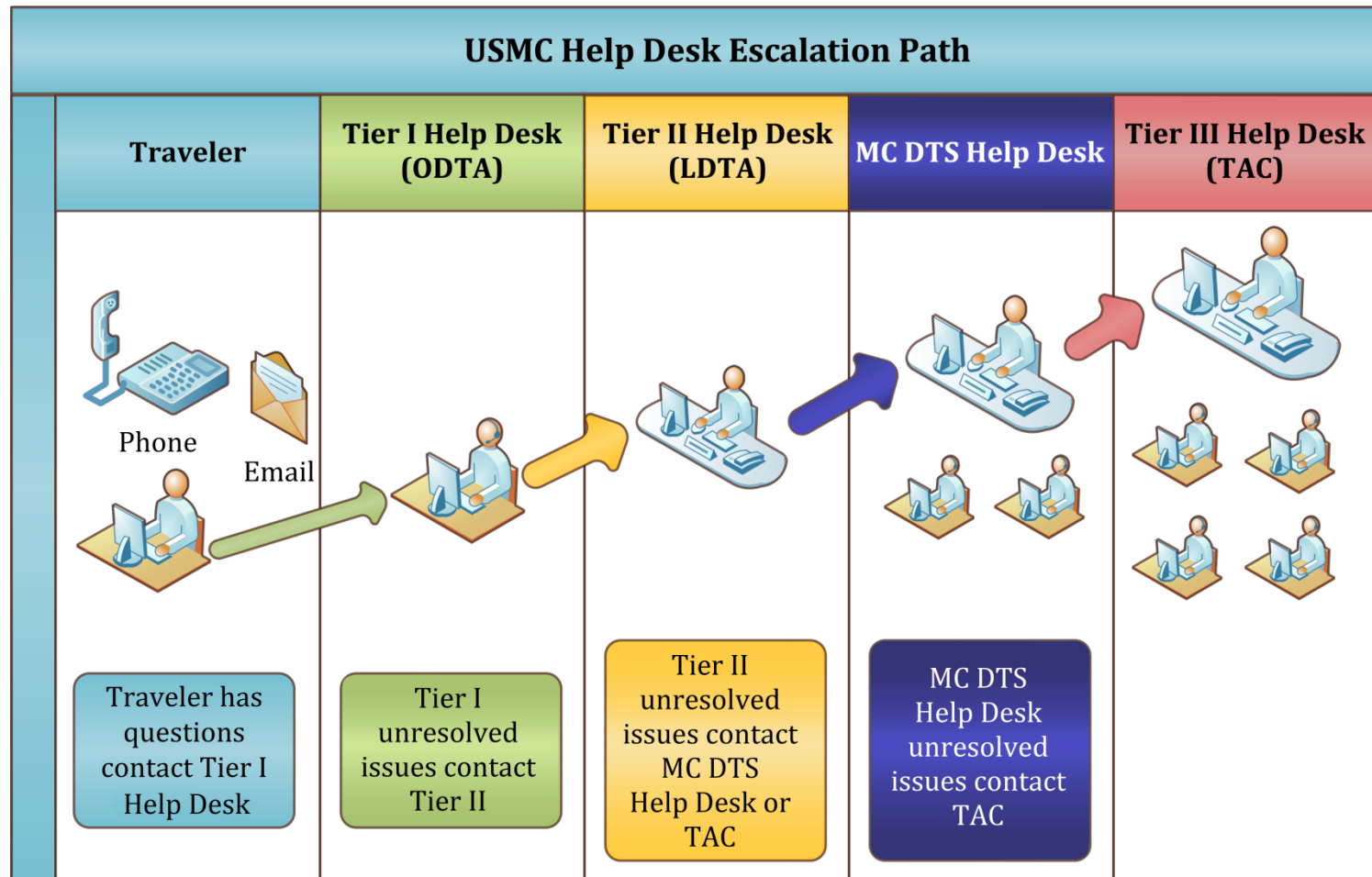
Debt Management



- Debt management: identifying, tracking, collecting, recording of debt-related activity
- Performed by Debt Management Monitor (DMM)
- Responsibility of travelers, AO, DMM

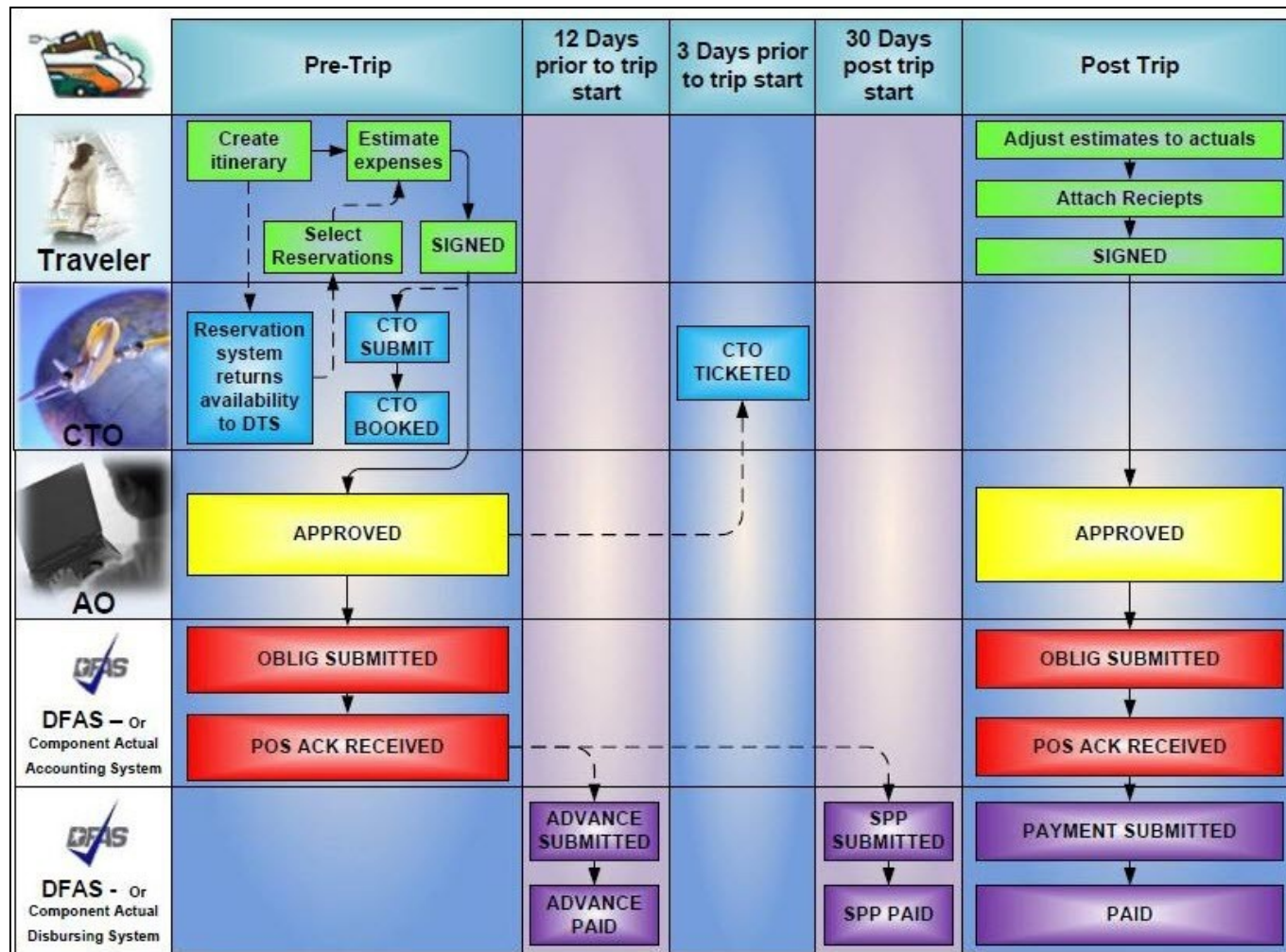


Path of Escalation





DTS Trip Process





Transition



- Questions?
- **Question:** How long does the reviewer and approver have to approve a voucher?



Transition



- **Answer:** Reviewed within 2 days after being signed by traveler and approved within 3 days



Transition



- **Question:** What DTS role creates and maintains LOAs and budgets?



Transition



- **Answer:** FDTA



Transition



- **Question:** If the authorization includes a rental car but does not include fuel costs, what is the AO's responsibility?



Transition



- **Answer:** Ensure the cost is included for a best estimate of the travel cost



Transition



- **Question:** What DTS role is the primary point of contact for the Tier I Helpdesk?



Transition



- **Answer:** ODTA
- Next: review DTS documents



Review DTS Documents



**Defense Travel System**
A New Era of Government Travel

Logoff

Official Travel ▼ Official Travel - Others ▼ Traveler Set Administrative ▼

Welcome Terry T Carson

Organization: TDZPDTDTMO

Org Access:

Group Access:

Permission: 0,2

Documents Awaiting Your Approval --> [Click Here](#)

My Signed Documents

Document Name	Current Status	Departure Date	Type
No documents found.			

Message Center

Please check here for messages.



Stamps and Status Codes



- The terms “stamp” and “status code” are frequently used interchangeably
- The “stamp” that the user selects becomes the current “status code” for the document



Common Stamps



Stamp	Description
Signed	Used by traveler to initiate a document
T-Entered	Similar to “Signed”, used by NDEA
CTO Booked/ CTO Submit	Conditional, for authorizations that need reservations, to provide “should cost data”; occurs at CTO
Authorized	Authorization is approved for TDY/TAD
Reviewed	Used to indicate document has been opened and examined for accuracy



Common Stamps



Stamp	Description
Certified	Used by budget officials when certifying funds
Approved	Document approved for final processing
Returned	Send document back to whomever "signed" it due to lack of information or problem
Cancelled	Terminate routing, approval, or funding of an authorization and remove it from routing list



Travel Authorizations



Authorizations / Orders

Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding authorization/order.

➤ [Create New Authorization/Order](#)

➤ [Create Trip Template](#)

Existing Authorizations/Orders

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print
TCTOKYOCITYJP110110_A01	11/01/10	CREATED		➤ edit	➤ print
TCLASVEGASNV090510_A01	09/05/10	SIGNED		➤ view / edit	➤ print



Travel Authorization



- Used to “authorize travel” and provide an expense estimate
- Completed before TDY
- Travelers will verify profile before creating an authorization or voucher
- Social Security Number format: ###-##-####



GTCC



- Website link for GTCC cards issued by Citi:
<http://www.citibank.com/transaction/services/home/sa/a2/gsasmartpay2/dod/docs/cardholderguide.pdf>
- Contains responsibilities and customer service phone numbers



GTCC



- Travelers required to use Government Travel Charge Card for all costs incidental to official business travel
- Must show GTCC as method of payment
- Will not be used for unfunded travel



GTCC



- Two types of GTCC:
 - Individually Billed Account (IBA)
 - Centrally Billed Accounts (CBA)



GTCC - IBA



- IBAs:
 - Payment is responsibility of card holder
 - Split disbursement is mandatory
- View any recent charges on traveler's GTCC through link in DTS's "Non-Mileage Expenses" screen; DO/FO can view payments



GTCC - CBA



- CBA: For travelers without GTCC
- Managed by DMO
- Reimbursement responsibility of Government, non-reimbursable to traveler
- DTS uses CBA if GTCC information missing
- CBA account information can be added



Transportation



- AOs have final decision-making authority, including air travel and

Logged In As: ERIC T CARSON Document Name: ECDENVERDENVE073109_A01 Screen ID: 1070.1 [Close Window](#)
Traveler Name: ERIC T CARSON Document Type: Authorization [Help for this screen](#)

Defense Travel System
A New Era of Government Travel

[RETURN TO LIST](#)

[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Summary](#)

[Air](#) [Rail](#) [Rental Car](#) [Lodging](#) [Other Transportation](#) [Summary](#)

Air Travel

[Modify Search](#)

Please Note: A Red Star (*) indicates a field is required.

Please select flights for DEN - Denver Intl Apt to IAD - Washington Dulles International Apt departing on 08/14/2009

[Skip This Flight](#)

RESERVATIONS SUMMARY:



City Pair Program



- GSA City Pair contracted commercial flights
- Saves money, allows budgeting, refundable tickets, no blackout periods, last seat
- DOD travel regulations mandate use GSA airline City Pair carriers whenever possible
- See <http://fss.gsa.gov/citypairs/search/>



City Pair Exceptions



- Space not available
- Schedule inconsistent with mission
- Flight requires unnecessary expenses
- Lower fares on non-contract carrier
- If non-City Pair flight selected, traveler selects reason code on Pre-Audit screen



Premium Travel



- Premium class travel:
 - First class or business class travel
 - Requires approval
- Frequent flyer benefits:
 - Travelers may use frequent flyer benefits to upgrade after reservations confirmed by CTO



Rental Vehicles



- Size and quantity necessary for mission
 - Lowest cost, compact cars are DOD standard
 - Larger size requires justification
- Reimbursable costs
 - Rental, taxes, gas, oil, transportation to facility
 - Non-standard equipment as approved by AO
 - Mileage not reimbursed



Rental Vehicles

- CONUS insurance – not necessary
- Foreign OCONUS insurance – may be required in foreign countries, check with CTO
- See <http://www.defensetravel.dod.mil> and click on “Car/Truck Rental Agreements”
- Traveler must pay for rental car if traveler takes leave; write justification for difference in the bill



Private Automobile



- Use of traveler's vehicle while on travel is Privately-Owned Conveyance (POC):
 - AO decides if best interest of Government
 - DTS also uses term privately-owned vehicle (POV)
 - POC use requires Constructed Travel Worksheet



Private Automobile



- If approved by the AO, POC reimbursed at the current mileage rate, not to exceed cost of airfare and other applicable charges
 - Gas, tires, and repairs not reimbursable
- If not approved by AO, reimbursement is City Pair cost and other applicable charges



Private Automobile



- En route and in-and-around mileage:
 - Claim these mileages separately
 - En route: distance between zip codes CONUS or between cities when OCONUS
 - In-and-around mileage: use vehicle's odometer



Ground Transportation



- Used for official business only:
 - Duty sites
 - Lodging and dining
 - Drug stores, barber shops
 - Places of worship
 - Dry cleaning/laundry establishments
- Refer to local business rules



Interim Transition



- Questions?
- **Question:** Why would an AO approve a non-GSA City Pair flight?



Interim Transition



- **Answer:**

- Space not available
- Flight does not meet mission requirements
- Scheduled flight may require the traveler to incur unnecessary overnight lodging expenses



Interim Transition



- **Question:** What are the reimbursable expenses associated with rental vehicles?



Interim Transition



- **Answer:** Rental price, taxes, local assessments, gas, oil, and transportation to and from the rental facility
- Next: continue with reviewing DTS documents



NOTE



- Ensure the dates and to/from destinations are correct.
- Incorrect dates and locations can cause incorrect payments of Meals and Incidental Expenses (M&IE).



Lodging/Per Diem Rates



- Verify maximum lodging, per diem rates:
<http://www.defensetravel.dod.mil/site/perdiemCalculator>

LOCATION (1)	County and/or Other Defined Location (2)	Seasons (Beg-End)	Max Lodging	Local Meals	Prop. Meals	Incidentals	Maximum Per Diem
ACTON	LOS ANGELES COUNTY	01/01-12/31	125	66	<u>39</u>	5	196
ADELANTO	SAN BERNARDINO COUNTY	01/01-12/31	96	51	<u>32</u>	5	152
ADIN	MODOC COUNTY	01/01-12/31	77	41	<u>27</u>	5	123
AFTON	SAN BERNARDINO COUNTY	01/01-12/31	96	51	<u>32</u>	5	152
AGOURA	LOS ANGELES COUNTY	01/01-12/31	125	66	<u>39</u>	5	196
AGUANGA	RIVERSIDE COUNTY	09/01-09/30	99	66	<u>39</u>	5	170
AGUANGA	RIVERSIDE COUNTY	06/01-08/31	82	66	<u>39</u>	5	153
AGUANGA	RIVERSIDE COUNTY	10/01-12/31	99	66	<u>39</u>	5	170
AGUANGA	RIVERSIDE COUNTY	01/01-05/31	115	66	<u>39</u>	5	186



Lodging



- AO directs government quarters only when:
 - Traveler is Service member, and
 - Traveler is TDY/TAD to the U.S.
installation and quarters exist on that installation
- Service members contact lodging facility to reserve lodging



Lodging



- Add the following when traveling to a Military installation under “Other Authorizations/ Other”:
 - “Government Quarters and Messing directed if available”



Lodging



- Service members obtain non-availability number or certify non-available if on-base lodging not available and specified by AO



Note



- The authorization must be amended if lodging rates change, such as from on-base to off-base lodging, especially if there is an advance or SPP



Lodging



- DTS automatically enters maximum rate for TDY location; change to actual cost
- CONUS – taxes, parking, etc. separate
- OCONUS – taxes included with lodging cost
- When traveler stays in more expensive room without approval, justification is required



Lodging



- Special circumstances – AOs can approve up to 300% over lodging portion of per diem rate
 - Approval must be before travel occurs
 - See “Booking Hotels at a Conference Rate” tri-fold handout
- No lodging reimbursement when staying with friends, relatives



Meals and Incidental Expenses (M&IE)



- Commercial meals – traveler's TDY/TAD location
 - First and last day – 75% of the rate
 - All other days – authorized rate unless meals “available” or “provided”



M&IE



- Provided – Government purchased
- Available – meal served at Government dining facility for a small fee
 - Service members receive Government Meal Rate (GMR)
- Complementary – on flights, in hotels; traveler receives full M&IE rate



M&IE - GMR



- Government Meal Rate (GMR) based on 3 meals available at TDY/TAD location
- Traveler must be a Service member:
 - TDY to installation, in government quarters
- GMR prescribed before travel begins
- If traveler does not pay for meals, only incidental expense rate is allowed



M&IE - PMR



- Proportional Meal Rate (PMR)
 - Traveler has 1 or 2 meals available at Government facility or paid by conference registration fee
 - On Defense Travel website

County and/or Other Defined Location (2)	Seasons (Beg-End)	Max Lodging	Local Meals	<u>Prop. Meals</u>	Incidentals	Maximum Per Diem	Effective Date
LOS ANGELES COUNTY	01/01-12/31	125	66	<u>39</u>	5	196	10/01/2011
SAN BERNARDINO COUNTY	01/01-12/31	96	51	<u>32</u>	5	152	10/01/2011



M&IE



- Incidental Expenses:
 - Designed to cover small out-of-pocket costs

Received by traveler even if meals

County and/or Other Defined Location (2)	Seasons (Beg-End)	Max Lodging	Local Meals	<u>Prop. Meals</u>	Incidentals	Maximum Per Diem	Effective Date
LOS ANGELES COUNTY	01/01-12/31	125	66	<u>39</u>	5	196	10/01/2011
SAN BERNARDINO COUNTY	01/01-12/31	96	51	<u>32</u>	5	152	10/01/2011

* All rates are in US Dollars

Locality	Seasons (Beg-End)	Maximum Lodging	Local Meals	Proportional Meals	Local Incidental
ISLE OF HAWAII: HILO	07/01-08/21	114	95	54	23
ISLE OF HAWAII: HILO	08/22-06/30	104	94	53	23



Field Duty



- No per diem
- Lodging and meals normally provided
- Civilians may be reimbursed for food costs
- Incidental expenses paid only if Essential Unit Messing (EUM) is authorized



Interim Transition



- Questions?
- **Question:** Why would an AO direct the traveler to use Government quarters?



Interim Transition



- **Answer:** When the traveler is a Service member that is TDY/TAD to the U.S. installation and quarters exist on that installation



Interim Transition



- **Question:** What meal rate would the Service member receive that is directed to use Government quarters if messing is available?



Interim Transition



- **Answer:** GMR or PMR



Interim Transition



- **Question:** What meal rate would the Service member receive under field duty conditions?



Interim Transition



- **Answer:**
 - Zero. No per diem.
 - Incidental expenses are paid only if Essential Unit Messing (EUM) is authorized
- Next: continue reviewing DTS documents



Other Expenses



- Necessary travel expenses include:
 - ATM fees
 - Passport and associated fees
 - Energy surcharge or resort fees
 - Cost of traveler's checks and money orders
 - Fee for converting currency



Other Expenses



- Necessary travel expenses include:
 - Airline baggage fees – check for weight, size limits
 - Use of computers, printers, fax machines, etc.
 - Use of in-flight communication, computer
 - Lodging taxes in U.S. and non-foreign OCONUS
 - Transportation to and from airport, separately



Other Expenses



- “Other Authorizations” screen

[RETURN TO LIST](#)

PreviewOther Auths.Pre-AuditDigital Signature

Other Authorizations

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the "Remarks" boxes provided.

[Add Additional Authorizations For This Trip](#)

>

Other Authorizations

	Other Authorization	Remarks	Remove
1	EXCESS BAGGAGE	TDY requires 2 bags of training equipment.	remove
2	VARIATIONS AUTHORIZED	Return date may change.	remove

Save and Proceed to Pre-Audits



Other Expenses



- Necessary “excess baggage”
 - Indicate in “Other Authorizations” section
 - Make payments to carrier at check in
 - Claim reimbursement on voucher
 - AO responsible for ensuring excess baggage is justified



Other Expenses



- Necessary travel expenses include:
 - Driving fees – parking, tolls, ferry
 - Parking at terminal, if cost not more than one round trip taxi fare
 - Transportation at TDY/TAD location



Other Expenses



- Tips: See JTR, Appendix G
 - Transportation tips are reimbursable
 - Housekeeping or restaurant tips not reimbursable
- Laundry and dry cleaning:
 - Military – CONUS, after 7 nights
 - Civilians – CONUS, after 4 nights
 - No reimbursement foreign OCONUS



Travel Days

- Determined by mode of transportation; commercial air:
 - CONUS or within one Foreign OCONUS area
 - 1 day
 - Between CONUS and Foreign OCONUS or between Foreign OCONUS areas
 - Based on ticket times
 - Amount of time it takes to get to the destination



Travel Days

- Determined by mode of transportation:
 - Ground bus, train: based on ticket times
 - Automobile/vehicle: 400 miles per day
 - Unreasonable travel time: 2400-0600 hours unless required by the mission, per JTR



Constructed Travel Worksheet (CTW)



Transportation Expenses for the Authorized Mode (what the AO approved on the authorization):

The commercial transportation costs as approved by the AO on the authorization:

a. Commercial transportation costs:

\$

Expense Cost Factors:

b. If applicable, enter the additional fee normally charged by your CTO:

\$

c. Cost for transportation to and from all airports:

\$

Total Expense Cost Factors (lines b+c):

\$

Per Diem cost factors required by your AO:

d. Per diem amount for the *allowable travel days* for the transportation mode(s) originally authorized:

\$

e. Per diem amount for the *allowable travel days* of the actual transportation mode(s):

\$

If an en-route rental vehicle was used but not authorized/approved by your AO, your reimbursement is based on POC rules a not the actual cost of the rental vehicle. See the worksheet instructions for information:

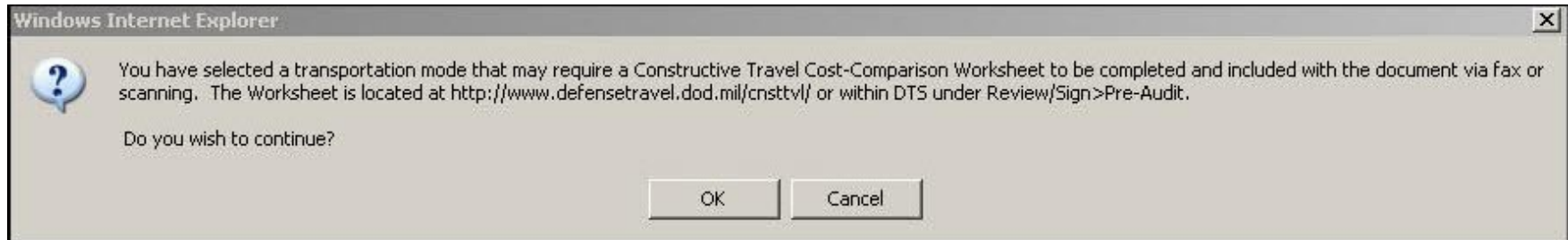
f. Enter the official round trip distance for the rental vehicle use:



CTW



- Common entry Pre-Audit entry
- Traveler chooses non-standard mode of travel





CTW



- Constructed Travel Worksheet (CTW)
 - cost comparison for AO

Cost Comparison

Review the details for the transportation expenses below and the Constructed Travel Worksheet.

Worksheet

Transportation Expenses:

Expense Cost Factors:

Total Allowed Cost: 0.00

☐ Approve as Limited

Trip will be authorized. If the Limited option is selected, transportation expense reimbursement will be restricted to the constructed cost of common carrier transportation as specified by the JFTR.

Preferred Travel	
Pvt Auto-TDY/TAD:	\$889.00
Preferred Trip Total:	\$889.00



CTW



- Common reason – traveler selects private auto (POC) instead of standard mode of travel
 - CTW is required
- Other reasons for CTW include:
 - The AO shall not approve alternate modes of travel other than that outlined in the local business rules



CTW



- Other reasons for CTW include:
 - Not serviced by airline or within driving distance
 - Non-Mileage Expenses screen was completed
 - For both of these the Traveler completes





CTW



- For POC, en route (POC TDY/TAD) travel is:
 - Trip start to first TDY/TAD location
 - TDY location to another TDY/TAD location
 - Last TDY/TAD location to trip end location
- AO can limit reimbursement
 - Adjust per diem entitlements or limit to what Government would have paid



CTW



- View CTW:
 - Select “Substantiating Records” on “Preview Trip” screen
 - Traveler enters justification in Pre-Audit Remarks field
 - Select “Save and Proceed to Digital Signature” or “Digital Signature” from subnavigation bar



CTW



- Attach to authorization on “Substantiating Records” screen
- Check CTW box on “Substantiating

view is a list of your receipts. Click "view" to view the receipts.

Date	CTW	Notes
Apr-2010	☒	CTW for TDY

[Return To Trip Preview](#)



CTW



- AO can approve the reimbursement as:

Cost Comparison

Review the details for the transportation expenses below and the Constructed Travel Worksheet.

Worksheet

Transportation Expenses:	0.00
Expense Cost Factors:	0.00
Total Allowed Cost:	0.00

☐ Approve as Limited
Trip will be authorized. If the Limited option is selected, transportation expense reimbursement will be restricted to the constructed cost of common carrier transportation as specified by the JFTR.

Preferred Travel	
Pvt Auto-TDY/TAD:	\$889.00
Preferred Trip Total:	\$889.00

Cancel Approve and Continue



Interim Transition



- Questions?
- **Question:** What are the travel days the traveler would receive if they are flying from San Diego to Germany?



Interim Transition



- **Answer:**

- Time printed on the ticket
- The amount of time it takes to get to the destination, to include any authorized and unexpected delays



Interim Transition



- **Question:** What can the AO do if the POC travel expenses are more than common carrier, such as City Pair flight?



Interim Transition



- **Answer:**
 - Limit reimbursement by adjusting POC TDY/TAD per diem entitlements or
 - Limit reimbursement to costs to what the Government would have incurred if the common carrier transportation was selected
- Next: continue reviewing DTS documents



Change Travel Plans



- Before reservations made
 - Change in DTS by an “adjustment”
- Traveler initiated changes, after ticketing
 - Create “amendment” and resubmit for approval
 - Contact CTO and the AO



Change Travel Plans



- Airline initiated changes, after ticketing
 - CTO notifies traveler of reservation changes
 - Traveler makes changes in voucher
- Mission directed changes after departure
 - Traveler contacts CTO and notifies AO
 - Traveler makes changes in voucher



Change Travel Plans



- After Hours Changes
 - Obtain approval from competent command authority, then contact CTO
 - Commands notify DMO of changes to CBA-billed reservations within one business day



Group Travel



- Group travel authorizations can be created in DTS
- Refer to the Document Processing Manual located in the DTS Document Library



Change Travel Plans



- Traveler assistance
 - While en route, make changes with airline or CTO
 - Traveler makes changes in voucher



Complete Vouchers



TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.						
1. PAYMENT ☐ Electronic Fund Transfer (EFT) ☐ Payment by Check		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government. ☐ Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$								
2. NAME (Last, First, Middle Initial) (Print or type)			3. GRADE		4. SSN		5. TYPE OF PAYMENT (X as applicable)			
6. ADDRESS. a. NUMBER AND STREET			b. CITY		c. STATE		d. ZIP CODE			
									☐ TDY ☐ Member/Employee	
									☐ PCS ☐ Other	
e. E-MAIL ADDRESS							☐ Dependent(s) ☐ DLA			
7. DAYTIME TELEPHONE NUMBER & AREA CODE		8. TRAVEL ORDER/AUTHORIZATION NUMBER		9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES		10. FOR D.O. USE ONLY				
11. ORGANIZATION AND STATION		12. DEPENDENT(S) (X and complete as applicable)				a. D.O. VOUCHER NUMBER				
						b. SUBVOUCHER NUMBER				
☐ ACCOMPANIED ☐ UNACCOMPANIED		☐ UNACCOMPANIED		13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)		c. PAID BY				
a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP							c. DATE OF BIRTH OR MARRIAGE	
				14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) ☐ YES ☐ NO (Explain in Remarks)		d. COMPUTATIONS				
15. ITINERARY				c. MEANS/ MODE OF TRAVEL		d. REASON FOR STOP		e. LODGING COST		
a. DATE		b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)						f. POC MILES		



Vouchers

- Vouchers record money spent during travel
- Two types of vouchers:
 - Local voucher – SF 1164
 - Expenses incurred in and around PDS or local travel
 - Voucher – DD Form 1351-2
 - Expenses incurred during travel
- Create a voucher from an authorization



Vouchers



- NDEAs can sign vouchers “T-ENTERED” when DD Form 1351-2/SF 1164 has been signed
 - Prepare voucher in DTS, present to traveler for review and signature
 - Upload in “Substantiating Records”
 - Voucher must be resigned if money changes



Vouchers



- Traveler responsible for data on voucher
- NDEA not responsible for validity of data on voucher
- NDEA responsible for correctly entering data



Voucher Overview



- Voucher prepopulated with authorization data
- Travelers submit within 5 days after completing travel
- Use local voucher when travel around PDS
- Update voucher with actual:
 - Trip dates, length, locations
 - Expenses; adjust lodging per diem as applicable



Voucher Overview



- Claim reimbursement once for expense
- Include ATM fees if GTCC used
- Reservations made through DTS will already be on voucher



Voucher Overview



- Include CTO fees, if not automatic, on “Travel” then “Other Trans.” tab:
 - “Type” – CTO Fee
 - “Description” – CTO Fee
 - “Ticket No.” – CTO fee ticket number
 - “Ticket Value” – CTO fee amount, press Tab
 - “Departure Date”
 - “Ticket Date” – defaults to today’s date
 - Select “Save” at bottom of screen



Add CTO Fee

Defense Travel System
A New Era of Government Travel

RETURN TO LIST

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Air Rail Rental Car Lodging Other Trans.

Other Trans.

Use this screen to enter Other Ticketed Transportation information.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

ADD Ticket Information

Enter or select the required data.

Please Note: A Red Star (*) indicates a field is required.

* Type: CTO Fee (Central Bill)

* Description: CTO Fee (Central Bill)

* Ticket No: See Attached Ticket 1

* Ticket Value: 0.00

Cost:
(If different from
ticket value)

Cost: 0.00

* Departure Date
(mm/dd/yyyy): 07/07/2006

Issue Date
(mm/dd/yyyy):

* Ticket Date
(mm/dd/yyyy): 09/06/2012

Trip Summary

Overall Starting Point

Leave From:	FAIRFAX, VA	Edit
Leave:	07-Jul-06	

Location 1: SAN DIEGO COUNTY, CA

Leave From:	FAIRFAX, VA	Edit
TDY/TAD Loc:	SAN DIEGO COUNTY, CA	
Arrive:	07-Jul-06	
Leave:	10-Jul-06	

Overall Ending Point

Leave From:	SAN DIEGO COUNTY, CA	Edit
Return Loc:	FAIRFAX, VA	
Arrive:	10-Jul-06	



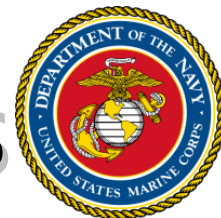
Voucher Overview



- Receipts required for:
 - Airfare or rail transportation, rental car, lodging (itemized), expenses over \$75.00, other expenses as required
- Receipts most common issue on vouchers:
 - Not attached to voucher, not legible, do not match voucher; receipts must show actual amount paid



Substantiating Records



- Upload receipts or authorization's

Defense Travel System
A New Era of Government Travel

RETURN TO LIST

Itinerary Travel Expenses Accounting Additional Options R

Non-Mileage Mileage Per Diem Entitlements Substantiating

Receipts

fax in your receipts click "Print Fax Cover Sheet", and follow the instructions on the cover sheet. Then five minutes after the fax transmission is complete click "Refresh" to see receipts in the list. To upload receipts that you have scanned, click "Browse.." and selecting the scanned file click "Upload". Click "view" to view the receipts. To add or change notes on an existing receipt, under the column select the field you would like to change, edit the text, then click the "Save Notes" button.

 You must have the free Adobe Acrobat Reader program installed on your computer to view receipts. [Download the Acrobat Reader program.](#)

[Print Fax Cover Sheet](#)

Upload Scanned Receipts



Substantiating Records



- Select “Expenses”, “Substantiating Records”
- Traveler may:
 - Scan and browse for documents to be uploaded, or
 - Fax the documents with a fax cover from that document



Substantiating Records



- TECOM Funding Letter, attach if applicable

THIS LETTER MUST BE ATTACHED TO THE DTS AU

From: Account Manager, TECOM Formal School Training Support
To: QUOTA MANAGERS AND STUDENT TRAVELERS

Subject: Fiscal Year 2012 TDY FUNDING FOR FORMAL SCHOOL TRAINING

Reference: (a) FUNDING REQUEST(S)
(b) JOINT FEDERAL TRAVEL REGULATIONS VOLUME 1
(c) MARADMIN 171/05
(d) MARADMIN 178/10

1. Approval Information

In response to reference (a), funds have been authorized for travel in con
below. This is not a travel authorization. This letter is issued for fund



Other Travel Situations



- Medical TDY/TAD
 - Note on authorization and attach to voucher
- Voucher for deceased Marine
 - Refer to Automated Pay System Manual (APSM)
- Cross Fiscal Year TDY/TAD
 - Refer to your ODTA



Transition



- Questions?
- **Question**: How does the traveler claim for CTO fees if they are not on the voucher?



Transition



- **Answer:** Traveler will add CTO fees under “Other Transportation” tab



Transition



- **Question:** When are receipts required?



Transition



- **Answer:** Any expense for:
 - Airfare or rail transportation
 - Rental car
 - Lodging
 - Expenses over \$75.00
 - As required



Transition



- **Question:** What are Substantiating Records?



Transition



- **Answer:**
 - Receipts
 - Constructed Travel Worksheet
 - TECOM funding letters
 - Or any other travel-related documents that need to be added to the voucher prior to the AO's approval
- Next: Approve travel documents



Approve Travel Documents





Defense Travel System

A New Era of Government Travel

Document List

Route/Sign

Adjustments

Documents in Routing

Documents in Routing

Following is a list of documents that were routed to you for review and signature. Select a document to review and use the navigation links to the left of each document.

Review	Sort by Type	Sort by Document	Sorted by Awaiting Status	TA Number	Days Left	Sort by Dep Date	Sort by Traveler
review	VCH	KSDENVERCO041711_V01	APPROVED	000UB3		04/17/11	Smith, Kim
review	VCH	KSLEJEUNENC091811_V01	APPROVED	000UBT		09/18/11	Smith, Kim



Authorization Checklist



- Verify trip is necessary
- Itinerary: dates to and from destinations
- Trip information: type, purpose, and destination
- Reservations: find cheapest authorized travel
- Expenses: as close as possible



Authorization Checklist



- Obligate funds
 - Ensure correct LOA is selected
 - Ensure sufficient funds in the LOA
 - If more than one LOA, ensure correct distribution
 - If two or more LOAs, they must be from separate units



Authorization Checklist



- CTO comments
- Military bases: availability for lodging
- Advances: for travelers without GTCC
- Method of payment: CBA or IBA GTCC
- Substantiating Records



Review and Approve



- “Click Here” at “Documents Awaiting Your Approval”

Travel System
Government Travel

Logoff

- Others ▼ Traveler Set Administrative ▼

T Carson
DZPDTDTMO

Documents Awaiting Your Approval --> [Click Here](#)

My Signed Documents



Review and Approve



- “Documents in Routing” – Select

Defense Travel System
A New Era of Government Travel

Document List Route/Sign
Documents

Documents in Routing

Following is a list of documents that were routed to you for review and signature. Select a document to

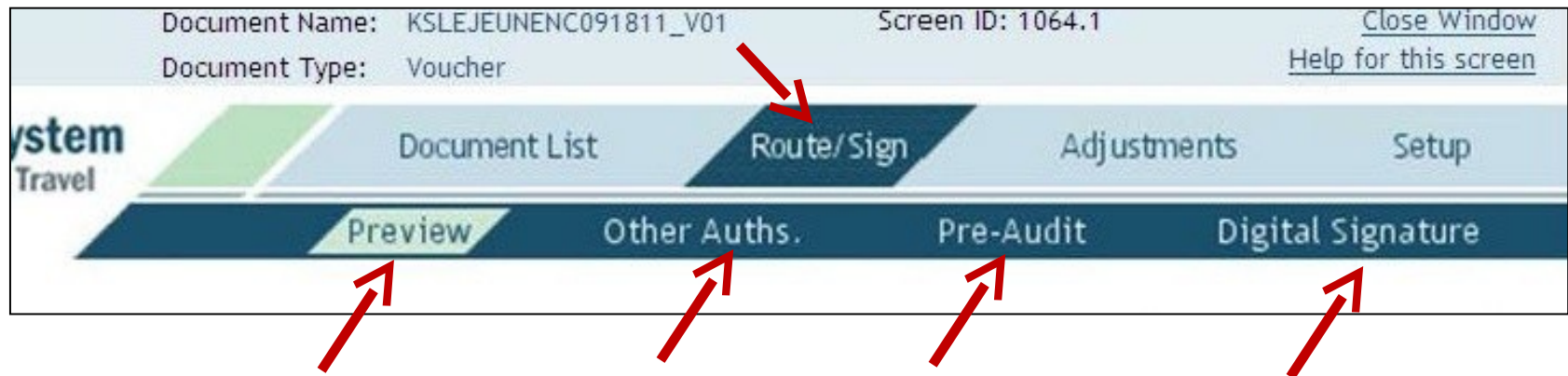
Review	<u>Sort by Type</u>	<u>Sort by Document</u>	Sorted by Awaiting Status	TA Number	Days Left	<u>Sort by Dep Date</u>
► <u>review</u>	VCH	KSDENVERCO041711_V01	APPROVED	000UB3		04/17/11



Review and Approve



- Route/Sign navigation bar has 4 screens on the subnavigation bar:





Preview Trip



**Defense Travel System**
A New Era of Government Travel

[Document List](#)[Route/Sign](#)[Adjustments](#)[Setup](#)

[RETURN TO LIST](#)[Preview](#)[Other Auths.](#)[Pre-Audit](#)[Digital Signature](#)

[Amendment Preview Screen](#)[Print Document](#)

Preview Trip

Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to Other Authorizations.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

[Substantiating Records](#)[Document History](#)



Preview Trip



- Verify information on the itinerary:
 - Trip dates
 - Locations
 - Travel reservations
 - Expenses
 - LOAs
 - Advances and SPP



Preview Trip



- Travelers without GTCC may request advance
- Advances paid 7-10 days prior to travel date
- If TDY/TAD more than 45 days, SPP may be scheduled in 30 day increments
- SPPs paid based on expenses entered during the 30-day period and paid by method of reimbursement



Note



- When payment is scheduled for advances or SPP, ensure estimates of expenses, lodging, and M&IE are as close as possible to avoid a “DUE US” claim.
- DTS will allow payment of an advance and SPP for remaining amount.



Preview Trip



- Optional tabs: with additional information
 - Substantiating Records: attached documents, such as Constructed Travel Worksheet
 - Document History : changes and status stamp currently awaiting
 - Amendment Preview: details of the changes



Preview Trip



Defense Travel System
A New Era of Government Travel

RETURN TO LIST

Document List Route/Sign Adjustments

Preview Other Auths. Pre-Audit Dig

Amendment Preview Screen **Print**

Preview Trip

Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no change Authorizations.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

Substantiating Records **Document History**



Other Auths



- DTS flags anything needing additional approval, such as duty condition or expense item
- Review “Remarks” and select “Save and Proceed to Pre-Audits”



Note



- The following teleconference statement must be included in the “Other Authorizations” section of the Travel Authorization:
 - **“Objective cannot be satisfactorily accomplished less expensively by correspondence, teleconferencing, web-based communication, or other appropriate means.”**



Teleconference Statement



- To add Teleconference Statement:
While in DTS Authorization, click on
“Other Authorizations” tab in menu
bar top of page

The screenshot shows the Defense Travel System (DTS) interface. At the top, there is a navigation bar with tabs: Itinerary, Travel, Expense, Accounting, Additional Options, and Review/Sign. Below this is a secondary bar with buttons: RETURN TO LIST, Preview, Other Auths. (highlighted with a red arrow), Pre-Audit, and Digital Signature. The main content area is titled 'Other Authorizations' and contains a yellow box with the text: 'Following is a master list of Other Authorizations you can add to your travel authorization.' Below this is a section titled 'Other Authorizations Available' which contains a table with two columns: 'Select' and 'Other Authorizations'.

Select	Other Authorizations
--------	----------------------



Teleconference Statement



- When screen opens, scroll down, find “OTHER” block and click on it
- Scroll down to bottom of page and

➤ [Add Additional Authorizations For This Trip](#)

Other Authorizations

	Other Authorization	Remarks	Remove
1			➤ remove

[Save And Proceed To Pre-Audits](#)



Note



- Only text typed in the “Other Auths” “Remarks” field will print on the travel document.
- See the “Pre-Audit Messages” handout for more information about common pre-audits



Other Auths



**Defense Travel System**
A New Era of Government Travel

[Document List](#) [Route/Sign](#) [Adjustments](#) [Setup](#)

[RETURN TO LIST](#) [Preview](#) [Other Auths.](#) [Pre-Audit](#) [Digital Signature](#)

Other Authorizations

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official in the "Remarks" boxes provided.

[Add Additional Authorizations For This Trip](#)

>

Other Authorizations

	Other Authorization	Remarks	Remove
1	EXCESS BAGGAGE	TDY requires 2 bags of training equipment. 	remove
2	VARIATIONS AUTHORIZED	Return date may change. 	remove

[Save and Proceed to Pre-Audits](#)



Pre-Audit Trip



- View system-generated flags
- Two common reasons for flags: non-GSA City Pair flight and CTW
- Review justifications and determine if changes are necessary
 - Select “Adjustments” on navigation bar
 - Then select “Pre-Audit”



Pre-Audit Trip



Constructed Travel Worksheet

2 Items have been Flagged in this Travel Document

1.	Reason Flagged	Item Description	* Justification to Approving Official <Help>
	→ POSSIBLE EXCESSIVE EXPENSE	→ THIS EXPENSE EXCEEDS THE STANDARD THRESHOLD AMOUNT -> Excess Baggage > 75.0	TDY required 2 bags of training equipment.

The following are provided for advisory purposes only

2.	Advisory	Advisory Description <Help>
	→ PERSONAL INFO HAS CHANGED	→ PERSONAL PROFILE INFORMATION HAS CHANGED FROM WHAT IS IN THE PERMANENT PROFILE. PLEASE ENSURE ALL INFORMATION IS CORRECT. -- ROUTING LIST



Digital Signature



- Captures document steps, records

Defense Travel System
A New Era of Government Travel

Document List Route/Sign Adjustments Setup

RETURN TO LIST Preview Other Auths. Pre-Audit **Digital Signature**

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

* Submit this document as:

Routing List:

Additional Remarks:

The estimated transportation related expenses a actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.



Digital Signature



- When in “view mode”:
 - Digital signature page similar to audit trail or document history
 - List of steps document has been through, plus date and name of person that took action



Digital Signature



- When in “edit mode”:
 - You get active signature page
 - Document waiting a digital signature stamp
 - When you “digitally sign” a document, you enter your PIN for your CAC to verify who you are



Digital Signature



- Document “APPROVED” or “RETURNED”
 - Select stamp from “Submit this document as”
 - Non-ATM advance option; additional remarks
 - Select “Submit Completed Document”
 - Review funding in “Fund Voucher” screen
 - Complete PIN and select “OK”



Digital Signature



- After “APPROVED” stamp is applied to the Authorization, traveler receives email
- If “RETURNED”, add required changes to “Additional Remarks”
- No “APPROVED” stamp - “Audit Failure”
- Reason is displayed at bottom of screen



Digital Signature




Defense Travel System
 A New Era of Government Travel

[Itinerary](#)
[Travel](#)
[Expenses](#)
[Accounting](#)
[Additional Options](#)
[Review/...](#)

[RETURN TO LIST](#)
[Preview](#)
[Other Auths.](#)
[Pre-Audit](#)
[Digital Signature](#)

Digital Signature

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

Pending Routing Actions

None

Document History

Status	Date	Time	Name	Remarks
CREATED	09/04/07	0817	JESSICA M TABOR	
T-ENTERED	09/04/07	0827	JESSICA M TABOR	?
AUTHORIZED	09/04/07	1104	MICHAEL E COBBLE	
REVIEWED	09/04/07	1145	LARI R DEJESUS	
AUDIT PASS	09/04/07	1204	STACEY A OITZMAN	
APPROVED	09/04/07	1205	STACEY A OITZMAN	?
PAY LINK	09/04/07	1206	Pay Mod Generated	Document data-linked to Payment Module



Fund Authorization



- Insufficient fund notice – contact

Fund Authorization

Fund Authorization

Approval of the document is not authorized because the following budget(s) have insufficient funding to cover the expenses for the LOA. Please contact your financial DTA for assistance or select a different LOA for the expenses.

LOA Label: 11 TEAM BRAVO (Org: TDZKMB)
Budget Label: 11 TEAM BRAVO (Org: TDZKMB)
Fiscal Year: 2011

Budget Item for 11 TEAM BRAVO (Org: TDZKMB)

Status	Budget Before Funding	Funding Amount	Budget After Funding
11 TEAM BRAVO/Insufficient Funds	\$794.33	\$4,836.80	-\$4,042.47

Cancel



Adjustments

- View or edit documents not yet approved
- Select “Adjustments” on navigation bar

• “View

View-Only

Click OK to open this travel document. If you uncheck VIEW-ONLY, you will be prompted for signature to go into adjustment for the document.

Open Document VIEW-ONLY: ☒

OK Cancel

OX



Interim Transition



- Questions?
- **Question**: Where does the AO review the Substantiating Records screen?



Interim Transition



- **Answer:** In trip “Preview” screen, “Optional” tab



Interim Transition



- **Question**: Where would the AO find the traveler's remarks about an additional expense for equipment needed for the TDY/TAD?



Interim Transition



- **Answer:** In the “Other Auths” screen



Interim Transition



- **Question:** When is the authorization considered to be “approved”?



Interim Transition



- **Answer:** When the AO stamps “APPROVED” and the digital signature is submitted on the “Digital Signature” screen
- Next, continue discussing approving travel documents



Voucher Checklist



- Verify expenses are valid
- Verify expense amounts and dates
 - Per diem, lodging, transportation costs, CTO fees
- Receipts are attached
 - Voucher amounts and dates must match receipts
 - Statement-in-lieu of receipt



Voucher Checklist



- Additional documentation
 - AO may request additional receipts or documentation
- Unused tickets must be returned to CTO
 - Ensure change of flight fees are added to voucher, not duplicated



When Debt Occurs



- Traveler must complete and AO approve a voucher, local voucher, or amendment
- AND
- Total previous payments exceed actual reimbursable expenses
- Traveler is in a DUE US status



When Debt Occurs



- Payments include:
 - Non-ATM advances
 - Scheduled Partial Payments (SPPs)
 - Previous vouchers or local vouchers
 - Post Payment Review (PPR)
- See scenarios in Student Guide



Identify Debt

- Identify debt status on the voucher:
 - “Final Distribution” is \$0.00
 - “Balance Due US” will have amount traveler owes
- Make sure all expenses are claimed
- AO notifies traveler immediately

Net To Traveler:	\$0.00
Balance Due US:	\$907.00



Travel-Incurred Debt



- Less than \$10.00 due, DTS allows AO to write off the debt
- AOs only opportunity for automated process

Notification of Payment Due US Government

NOTIFICATION OF AMOUNT DUE GOVERNMENT THAT IS LESS THAN OR EQUAL TO \$10.00

This voucher KCLASVEGASHV071810_V01 indicates a Balance Due to the Government \$6.90 as a result of an excess travel payment that is less than or equal to \$10.00. An expense (DEBT UNDER TEN DOLLARS) equaling the amount of the debt will be added to the voucher with the acknowledgement of the displayed message. The expense will be amended to the document prior to the completion of the approval process.

Cancel Save and Continue



Travel-Incurred Debt



- More than \$10.00 due is a traveler's debt

Notification of Payment Due US Government

NOTIFICATION OF PAYMENT DUE GOVERNMENT DUE TO OVERPAYMENT

This voucher indicates a Balance Due to the Government as a result of an excess travel payment.

AOs are required to contact the traveler to ensure that the traveler received the notification of debt. Once this has been completed, AOs are required to contact the Debt Management Monitor to have them update DTS that this action has been accomplished.

I have personally notified the traveler of this debt.



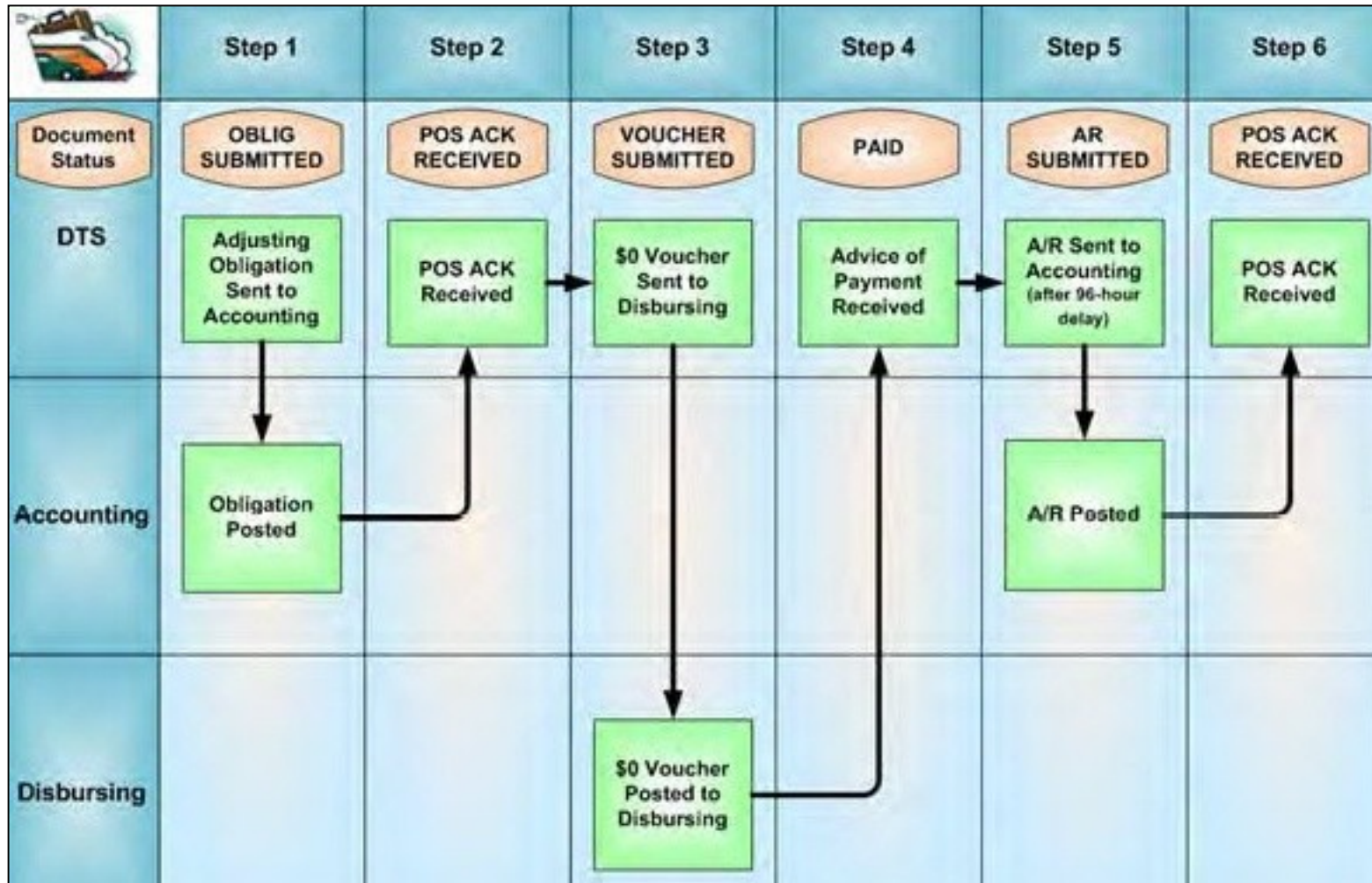
Common A/R Rejects



- Accounts Receivable (A/R) rejects should be addressed immediately
- FDTA assists the AO with rejects
- Complete list and fixes in SABRS, Table 215
- Also in DTS Manual, Appendix G-13
- Contact DTS Helpdesk for assistance



Posting the A/R





Interim Transition



- Questions?
- **Question**: How can the AO know the traveler is in a DUE US situation?



Interim Transition



- **Answer:**

- Final Distribution (Net to Traveler) is \$0.00
- Balance DUE US will have an amount the traveler owes the government



Interim Transition



- **Question:** What must the AO do if the traveler is in a “DUE US” status?



Interim Transition



- **Answer:** Notify the traveler. When the AO selects “Save and Continue”, the traveler is immediately notified of the debt.
- Next: continue discussing approving travel documents



Reports





Defense Travel System

A New Era of Government Travel

Logoff

Official Travel ▼ Official Travel - Others ▼ Traveler Setup ▼ Reports ▼ Administrative ▼

Welcome Helen D LDTADTMO

Organization: DTMOCS
Org Access: DTMOCS
Group Access: (All)

Documents Awaiting Your Approval --> [Click Here](#)

My Signed Documents

Document Name	Current Status	Departure Date	Type
---------------	----------------	----------------	------



Reports



- Reports smooth out DTS management:
 - Prevent delays
 - Ensures documents are timely processed
- Organization access required
- Complete search criteria screen
 - Criteria should be specific for a focused report
 - Maintain reports for current and previous year



Reports



- DTS Report Scheduler:
 - Click on “Reports” tab, “Request New Report”

Reports

Below is a list of your pending/completed reports. Please select the download link to download for a maximum of 7 days after completion. Certain reports are scheduled. If you request a report, you will be notified of the scheduled runtime in the request confirmation email.

[Request New Report](#) [Refresh Reports List](#)



Reports



- DTS Report Scheduler:
 - Select link for report
 - Complete search criteria
 - Select “Submit”





Reports



- Run these weekly:
 - Unsubmitted Voucher Report
 - Depart Status Report



Transition



- Questions?
- **Question:** What reports will the AO run?



Transition



- **Answer:**
 - Depart Status Report
 - Signed Status Report
 - Unsubmitted Voucher Report



Identify Regulations



- Details are in your Student Guide:
 - JTR
 - DOD FMR 7000.14-R, Volume 5, Chapter 33
 - DOD FMR 7000.14-4, Appendix E
 - DOD FMR 7000.14-R, Volume 9, Chapters 2 and 3
 - MCO 4650.39A
 - MCO 4600.40A



Transition



- Questions?
- **Question**: Which MCO provides policy and procedures for the operation of DTS?



Transition



- **Answer:** MCO 4650.39A
- Next: identify available resources



Identify Resources



The screenshot shows the Defense Travel System (DTS) homepage. Red arrows point to the following elements:

- Left Navigation Menu:** Home, DTMO Website, Training, Travel Explorer, Travel Assistance Center (TAC), References, Contacts, Find your Local DTA.
- Travel Assistance Center:** A box with the text "Serving the DoD Travel Community 24 hours a day, 7 days a week" and a link "Click here for more information".
- TRAX TRAVEL EXPLORER:** A logo at the bottom left.
- Welcome to DTS!!:** A central section with a welcome message and a link to "Login to the Defense Travel System".
- Login to the Defense Travel System:** A green button labeled "LOGIN TO DTS".
- First Time Users:** A box with a "LEARN MORE" button.
- Training:** A box with a "TRAINING" button.
- System Status:** A section showing "DTS" and "EWTS" status.
- Recent Updates:** A section with a list of updates.
- Search DTS:** A search bar at the top right.
- Click here to visit the DEFENSE TRAVEL MANAGEMENT OFFICE:** A link at the top right.



Identify Resources



- DTS website:
 - Login to DTS
 - Access “Training” and “Resource Lookup” tabs
- DTMO Travel Explorer (TraX):
 - Register and login
 - Access “Knowledge Center” and “Training” tabs



Identify Resources



- DTA Contact Card, maintained by LDTA and ODTA:



Travel Assistance

Local Help Desk: xxx-xxx-xxxx; (DSN) xxx-xxxx

Email: (insert email address)

DTA: (name) xxx-xxx-xxxx; (DSN) xxx-xxxx

Email: (insert email address)

Travel Assistance Center: 1- 888-Help1-Go

Overseas: Dial 1-888-Help1-Go from any DSN line

Submit a help desk ticket online through TraX:

www.defensetravel.dod.mil/passport

Installation Transportation Office:

111-111-1111; (DSN) 111-1111

Commercial Travel Office: xxx-xxx-xxxx

After Hours: xxx-xxx-xxxx

DTS Website: www.defensetravel.osd.mil

*Access travel training and other travel resources
through the Defense Travel Management Office*

www.defensetravel.dod.mil



Identify Resources



- DOD DTS Best Practices
- Defense Travel Administrator's Manual
- DTA Manual Appendices
- DTS Document Processing Manual



Identify Resources



- Desktop Guide for Authorizing and Certifying Officers
- Enterprise Web Training System (EWTS):
 - Mirrors DTS
 - Contact USMC DTS Helpdesk for assistance



Identify Resources



- Local Tier I and Tier II
Helpdesk contact
information:



Defense Travel System



Transition



- Questions?
- Next: summary



Summary



- The following topics were discussed during this lesson:
 - Identify AO/CO responsibilities
 - Review DTS documents
 - Approve travel documents
 - Identify applicable regulations
 - Identify available resources



Discussion/Questions

